Search for Job Opportunities FAQ

Q: Does each of the seven Human Resource Service Centers only recruit positions within their geographic area?

A: No. Each of the seven Human Resource Service Centers (HRSCs) recruits for locations occurring in and outside their geographic area. For example, the HRSC Southwest recruits positions in California, but also fills jobs in Washington D.C. However, job opportunity announcements are not listed by HRSC. You search for them by using search options such as City, State and or Country. Furthermore, since more than one HRSC may recruit for the same position in the same location, you may see multiple vacancy announcements for what looks like the same job in the same location. You will want to apply on each of these announcements if you are truly interested in a position in a particular location. **Also note** that the Department of the Navy primarily uses combined open continuous vacancy announcements to fill vacancies. These begin with a designator of DON.   Just concentrating on a specific center may result in you missing job opportunity announcement posted by other centers or DON wide.

Q: What is the best way to perform a Position Title Keyword Search?

A: It depends on how many results you want and how fine tuned you want your search to be. Entering a partial Position Title keyword such as "comp" for computer will provide a large list of results and capture any Position Title combination with the word "comp" in it. Using a single keyword, e.g. "computer" or searching on adjacent keywords, e.g. "computer operator" will reduce your list of results, but may also miss announcements with Position Titles that don't exactly match your keyword search. For more information see the Quick Tips listed on the *Search for Jobs* page.

Q: I tried to search using a minimum salary and no matches were displayed. What happened?

A: Perhaps the minimum number used was less than the minimum pay on our jobs. The minimum pay for our positions start at $17,106. Using that number or leaving this field blank will display all jobs.

Q: How do I search for jobs announcements posted by a particular HRSC?

A: If you'd like to see a list of all the job opportunity announcements posted by a HRSC simply type "nw" or the HRSC designator in the Announcement Number field and click the "Search" button.   However, it important to remember that more than one HRSC may post a job opportunity announcement for a particular geographic location. So you may be missing announcements if you concentrate your search based on just the HRSC and not a location. **Also note** that the Department of the Navy primarily uses combined open continuous vacancy announcements to fill vacancies. These begin with a designator of DON. Just concentrating on a specific center may result in you missing job opportunity announcement posted by other centers or DON wide.

Q: I selected the pull down menu to search by a City and it was blank. What happened?

A: To minimize the menus you see, we have attached the City menu listings to their corresponding State and Country. To search for a location, first select the Country, then the State. When you pull down the City menu, you will only see the Cities identified for that State versus every City in the United States.

Q: Why does the screen flash when I select a Country and State?

A: What you are experiencing are the menu's loading for your particular selection. To minimize the number of menu items you see, we have attached the menu's to the selections you pick. That way you don't have to browse through every City in the U.S. or overseas to make your selections.

Q: Since there are hundreds of job opportunity announcements on the DONHR web site, there must be lots of vacancies?

A: Not necessarily. The Department of the Navy opens a job opportunity announcement on a continuous basis when many vacancies are projected to occur in the future. These "Open Continuous" announcements are advertised for specific series, grade levels and locations. This creates an "Inventory

Bank" of readily available high caliber applicants. Resumes are then considered as actual vacancies occur covered by the announcement. Having resumes on hand versus individually announcing a job when a vacancy occurs, speeds up the recruitment process.   This allows an applicant to submit a resume for a vacancy at anytime, regardless if a vacancy actually exists. Because vacancies can occur at any time, it is recommended that you submit your resume for any position(s) you are interested in as soon as possible so that consideration for a vacancy is not missed. Furthermore, since more than one HRSC may recruit for the same position in the same location, you may see multiple vacancy announcements for what looks like the same job in the same location. You will want to apply on each of these announcements.

Note: To assist in locating interested candidates, HRSCs may open up a recruitment flyer (in the form of a separate job opportunity announcement) or advertise via activity e-mail for a specific "Open Continuous" announcement. These notifications are not actual vacancy announcements themselves but rather marketing for the Open Continuous Announcement. Applicants interested in these recruitment's will be directed to apply on the actual "Open Continuous" announcement.

Q: Are all jobs filled using "Open Continuous" Announcements?

A: No. Hard to fill positions, or those positions which are rarely vacant, will be announced individually with a specific open and closing date. Applicants interested in applying on these announcements must submit a resume for that position, using the Apply Now process. Since these can occur at any time, you should periodically check the CHART website for new announcements or register for automatic notification under *My Searches.*

Q: I'm not interested in looking at all the "Open Continuous" Announcements. What is the best way to sort my results so that I can skip these?

A: If you sort your search results by "Closing Date", then those announcements that are not "Open Continuous" will show first on your search. You can sort a column of results by clicking on the column header.

Q: What does the DE at the end of an announcement mean?

A: Announcements ending in "DE" are open to all U.S. citizens. Although current Federal civilian employees may apply, these announcements are intended to recruit employees who have no Civil Service or Veteran's appointment eligibility.

Q: Can I find out in advance where certain kinds of vacancies may occur or when management will be filling a particular vacancy?

A: No. The selecting official makes the determination on when to fill a vacancy and how to recruit for that vacancy. Our office normally does not have advanced notice of this type of information. In order to avoid missing consideration for a vacancy, it is recommended that you submit your resume for any position(s) you are interested in as soon as possible. That way your resume is in the "Inventory Bank" when the vacancy you wish to receive consideration on occurs.

Q: How can I find out which jobs I can apply for?

A: All the jobs we are currently recruiting for are listed on the web site under *Search for Jobs.* Upon clicking this link you will be asked three questions regarding your current or previous federal or military background. Your answers to these questions will help guide you to job opportunity announcements you may apply on.   Once you've completed your job search and have opened up a job opportunity announcement, then review the *Who May Apply* of the announcement.   If you meet the requirements stated on the announcement, then you can apply.

Q: I found a job I wanted to apply on, however, now that I am logged in I can't locate it. It keeps coming back with a No Matches Found message.

A: This is occurring because there are discrepancies in how you answer the 3 questions that pop up when you *Search for Jobs* without logging on... and how you have answered the eligibility questions

under *My Resume* when you are logged on. The system is designed to direct you to those announcements you are eligible to apply. If you have never worked for the Federal government, are not a veteran, are not a student or are not hirable by some other means, you will not be able to view and apply on most jobs. Look at how you are answering the questions when you *Search for Jobs* without logging on.   Are you just marking "Yes" out of habit. Then log on and go to *My Resume,* Eligibility. Review your selections here. Have you marked None of the Above or are you eligible under one of the categories. If so, mark that and toggle off the None of the Above. In summary, marking Yes is directing you to all announcements, while None of the Above hides these... These are conflicting.

Q: I am unable to open the announcement by clicking on the link.

A: This may be due to how your computer is set up. You must make certain that your internet browser is set up to accept cookies and java script. It must not be set up to allow you to open multiple windows. You can do this for Internet Explorer using these instructions:

- Open Explorer. Click on Tools. Select Internet Options.
- Select Security Tab. Select Custom Button. Scroll down to Cookies.
- Make certain buttons are in the enabled selection. Then scroll to Java Permissions and ensure they are set to High Safety. Save.

Q: I'm logged in, but I don't see an Apply Now button.

A: If you have logged in and the system still keeps taking you to the log in page or does not recognize that you are logged in then this may be due to how your computer is set up. You must make certain that your internet browser is set up to accept cookies and java script. It must not be set up to allow you to open multiple windows. You can do this for Internet Explorer using these instructions:

- Open Explorer. Click on Tools. Select Internet Options.
- Select Security Tab. Select Custom Button. Scroll down to Cookies.
- Make certain buttons are in the enabled selection. Then scroll to Java Permissions and ensure they are set to High Safety. Save